

Introduction to eMARS 3.11



Customer Resource Center

Phone: 502-564-9641

Toll free: 877-973-4357

email: Finance.crcgroup@ky.gov

<https://finance.ky.gov/SERVICES/STATEWIDEACCT/Pages/default.aspx>

<https://emars311.ky.gov/webapp/finprdonline/Advantage>

Table of Contents

1 – Orientation	3
Learning Objectives	3
Changes and Improvements	3
Logging In	4
2 – Basic Navigation	5
Primary Navigation	5
Jump To	5
Home	6
Personalize	6
Accessibility	6
App Help	6
Secondary Navigation	6
3 – Table/Page Navigation	8
Multi-Sort	9
4 – Document Navigation	12
5 – Other Features	19

Introduction to eMARS 3.11

1 – Orientation

The newest version of Advantage Financial, eMARS 3.11, was implemented on July 5, 2018. This course will focus on how to navigate through the newest version of eMARS.

Learning Objectives

At the conclusion of this session, you will be able to:

- Understand enhancements to the User Interface
- Locate Documents and Tables
- Locate and sort records on Tables
- Navigate and understand the enhancements to documents
- Utilize new navigation techniques

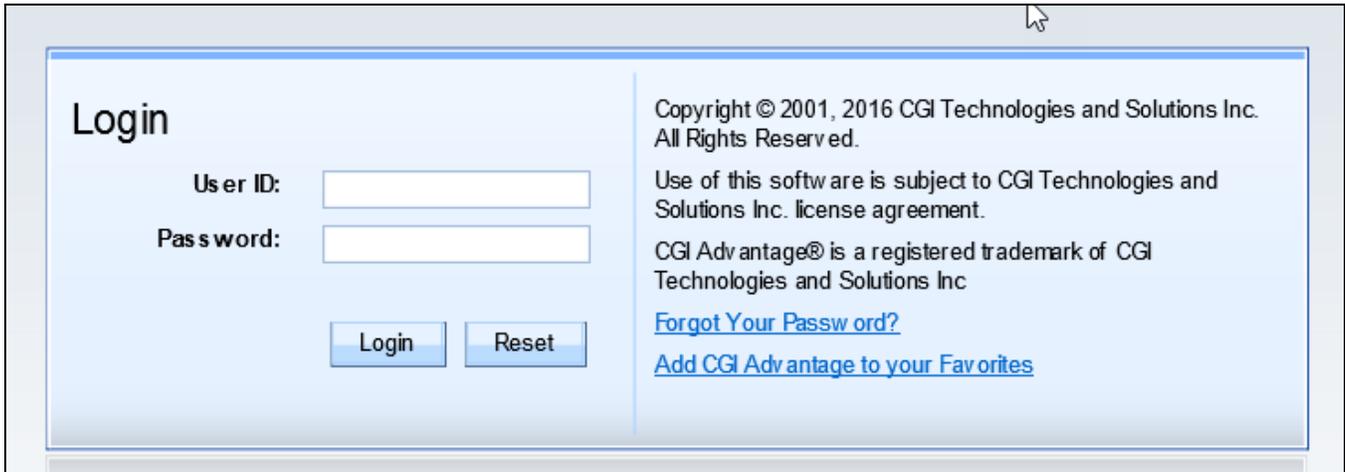
Changes and Improvements – Mostly the Same

Users will not notice major changes to the eMARS data. Data as of July 5, 2018 will be in eMARS 3.11. Historical document and table records will exist in eMARS 3.10. Basic Navigation is mostly unchanged. There may be some new functionality that will be covered in other training courses.

- Same color scheme, more contrast
- Same Larger font
- Same Collapsible Navigation Bar
- Same Document and Table navigation
- Jump To – still available
- Vendor Transaction History Table- still available

Logging In

Users will access eMARS 3.11 via a new URL, <https://emars311.ky.gov> with their same User ID and password.

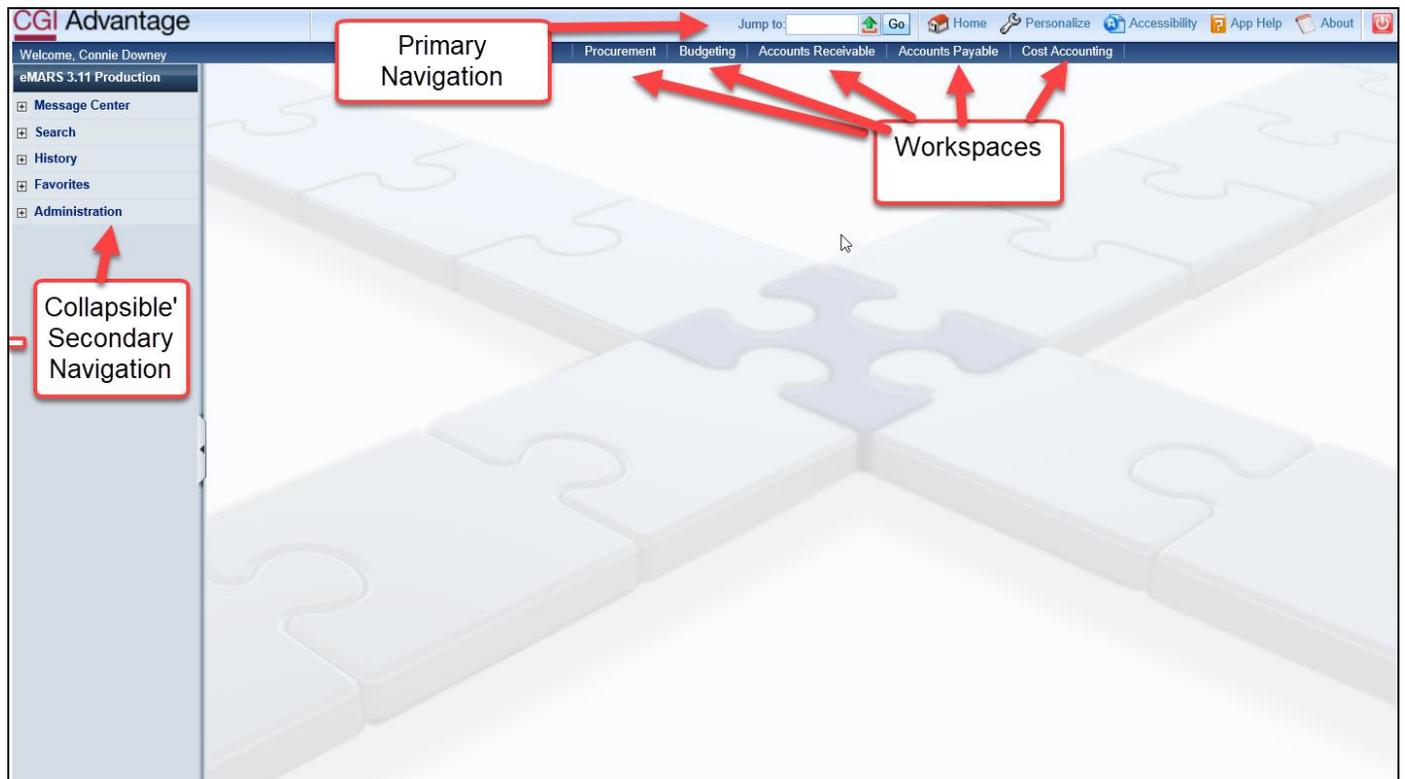
A screenshot of the eMARS login interface. The page has a light blue background. On the left, the word "Login" is displayed in a large, bold font. Below it are two input fields: "User ID:" and "Password:". Under the password field are two buttons: "Login" and "Reset". On the right side of the page, there is a copyright notice: "Copyright © 2001, 2016 CGI Technologies and Solutions Inc. All Rights Reserved." Below this is a license agreement statement: "Use of this software is subject to CGI Technologies and Solutions Inc. license agreement." Further down, it states: "CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc". At the bottom right, there are two blue hyperlinks: "Forgot Your Password?" and "Add CGI Advantage to your Favorites".

NOTE: Once the User is successfully logged into eMARS, they can set up the criteria questions to enable themselves to reset their own eMARS passwords. The instructions are under the eMARS “How To Tips” section.

<https://finance.ky.gov/services/statewideacct/Pages/eMARS-3.10-Materials-and-Tutorials.aspx>

2 – Basic Navigation

Users will find little change in primary and secondary navigation. Current page codes, document codes, favorites will all remain the same. Workspaces may change some depending on new functionality utilized by functional area.



Primary Navigation

The Primary Navigation bar is always visible and includes useful tools like the *Jump To* feature, *Home* link and *Log Out* button.



Jump To

The *Jump To* feature allows users “jump” or “leaf” to other pages without having to abandon the current document or page. Other notable points include:

- Must know the exact Page Code or use pick list to locate page 
- Context Sensitive – will transition to data on “target” page based upon data on “source” page
 - Example: Fund Table opens to fund present on document
- Leafing history retains last 5 pages
 - *Back* link will navigate to the previous page/leaf

- Neither data or position within document or page is lost
- Auto-Transition to Budget Lines – in most circumstances, the *Jump To* will transition to the specific budget line on the budget inquiry page provided all required chart of account elements are present

Home

The *Home* link will navigate the user back to the opening home page from within any document or page. Please be aware that the source document or page will no longer be visible after clicking the *Home* link. However, these can be retrieved from *History*.

Personalize

The *Personalize* option provides the ability to organize Favorites.

Accessibility

Advantage Financial contains built-in accessibility features to support the Federal Governments Section 508 requirements.

App Help

The *App Help* link opens a help page where users can locate information regarding all functional areas. Please note this information is not Kentucky specific.

About

The About links provides AMS Advantage Financial Application Version Number. Upon go live Kentucky's application version number will be 3.9.0.0.

Log Out

The Log Out button will properly log the user out of the application.



Secondary Navigation

The Secondary Navigation panel allows users to navigate to multiple areas of eMARS, including Worklists, Table/Pages, Documents, and Broadcasts.



Message Center

The *Message Center* allows users to reach Worklists for document approval and retrieve printable PDFs (Forms) of documents. Forms are discussed in the Other Features section of this manual.

Search

The *Search* area contains Page Search, Document Catalog and link to infoAdvantage.

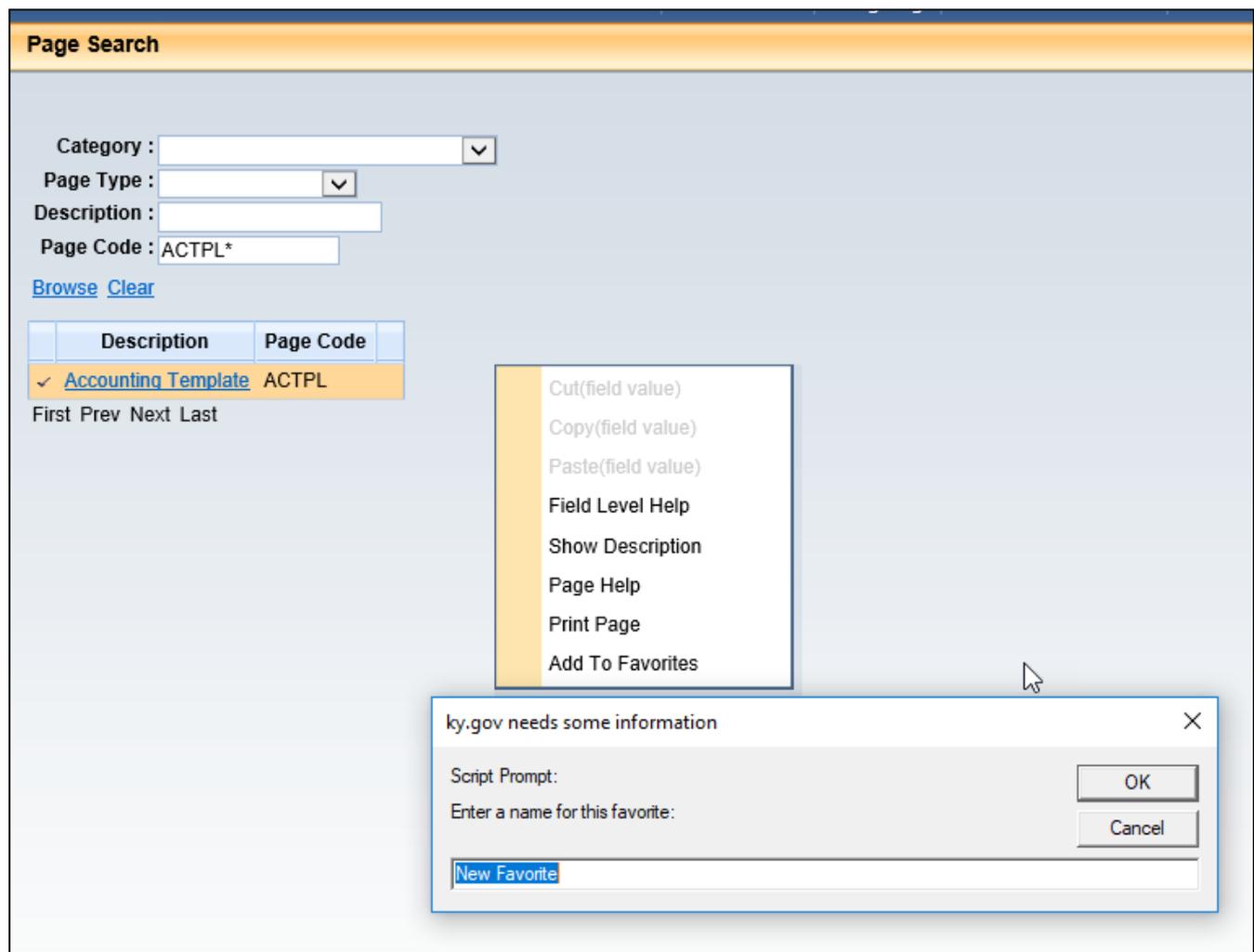
History

The *History* area contains a log of documents and tables/pages opened while working in eMARS.

Favorites

The *Favorites* area allows users to set frequently used tables/pages for easy access. To set a Favorite:

- Open the table/page you want to add.
- Right mouse click on the table/page
- Select *Add to Favorites*
- Name your “favorite”



Page Search

Category :
Page Type :
Description :
Page Code :
[Browse](#) [Clear](#)

Description	Page Code
✓ Accounting Template	ACTPL

First Prev Next Last

- Cut(field value)
- Copy(field value)
- Paste(field value)
- Field Level Help
- Show Description
- Page Help
- Print Page
- Add To Favorites

ky.gov needs some information

Script Prompt:
Enter a name for this favorite:

Administration

The Administration area provides the ability to manage your eMARS password. Please note that users will be automatically prompted to change their password every 90 days. Passwords must be between 8-16, alpha-numeric characters, contain at least one lower-case letter and one of the following special characters (period . at sign @ pound sign # dollar sign \$ percent sign % hyphen -). Users must choose passwords that have not been used in the last 2 years.

3 – Table/Page Navigation

Tables/Pages are accessed through the *Page Search* within the *Search* area of *Secondary Navigation*. Users may enter the exact Page Code if known or use the Category and/or Description to search.

Page Search

Category :
 Page Type :
 Description :
 Page Code : *

[Browse](#) [Clear](#)

	Description	Page Code
✓	1042-S Reporting Information	1042I
	1042-S Reported Income	1042R
	1042-S Type of Income	1042T
	1042-S Withholding Allowance	1042W
	1099 Reporting Classification	1099CL
	1099 Date and Document Parameters Table	1099D
	1099 Backup Withholding Exemption	1099E
	1099 External Reported Income	1099ER
	1099 Reporting Information	1099I
	1099 Processing Options and Control	1099P

First Prev [Next](#) Last

Callouts:

- Select Functional Area from Drop Down or
- Use Key Word and Wildcard (*) or
- Use Page Code with Wildcard (*)

Multi-Sort

eMARS 3.11 tables have a multi-sort feature that provides sort options on multiple fields.

Notable points:

- Sortable fields are underlined
- Default sort is in column order
- Right-mouse click to select *Multi-Sort* option

Fund

Fiscal Year	Fund	Name	Active	Effective From	Effective To
✓ 2019	0100	General Fund	Yes		
2019	01AP	Abandoned Property Fund	Yes		
2019	01KP	Kentucky Permanent Pension Fund	Yes		
2019	01NE	Unredeemed Check Fund 0100	Yes		
2019	01SB	US Savings Bonds Redemption	Yes		

First Prev [Next](#) Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

*Fiscal Year : 2019

*Fund : 0100

*Name : General Fund

*Short Name : General

*Bank : GA

*EFT Bank : GA

*Master Bank : GA

FY Beginning Balance : \$0.00

Debt ID :

Effective From :

Effective To :

Active :

Budgeting :

Component Unit :

Pool Fund :

Major Fund :

General Capital Assets (GCA) Fund :

Responsibility Center Posting :

Allow Override of Responsibility Center Posting :

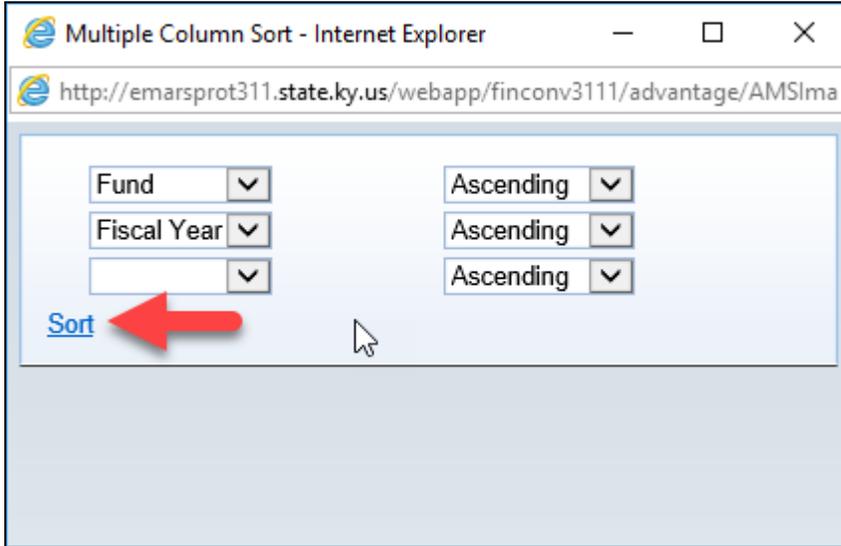
Allow Negative Investment Balance :

Fixed Asset Intent Fund :

Right Mouse Click

- Cut(field value)
- Copy(field value)
- Paste(field value)
- Field Level Help
- Show Description
- Page Help
- Print Page
- Multi Sort
- Add To Favorites

The multi-sort selection window appears. Select the new sort order and click Sort



Drill Down and Export Functionality

Drill-down options are available on cash and budget inquiry tables. A *Magnifying Glass* is visible where drill-down is present.

Allotment Program

BFY	CAFR Fund Type	Cabinet	Function Group	Function Type	Fund Type	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2019	RSTD	39	7580	758F	1300	\$2,963,800.00	\$0.00	\$904,843.82	\$2,058,956.18

First Prev Next Last

Search 🔍

▼ **Budget Actuals**

Purchase Reservations : \$0.00	   	Uncommitted : \$2,058,956.18
Pre-Encumbered : \$0.00		Unobligated : \$2,058,956.18
Encumbered : \$0.00		Unexpended Cash : \$2,064,613.49
Accrued Expenses : \$5,657.31		YTD Unexpended Accrued : \$745,156.18
Cash Expenses : \$899,186.51		Unexpended Accrued : \$2,058,956.18
Actual Expenses : \$904,843.82		

► **Budgeted Amounts**

► **General Information**

[Top](#)

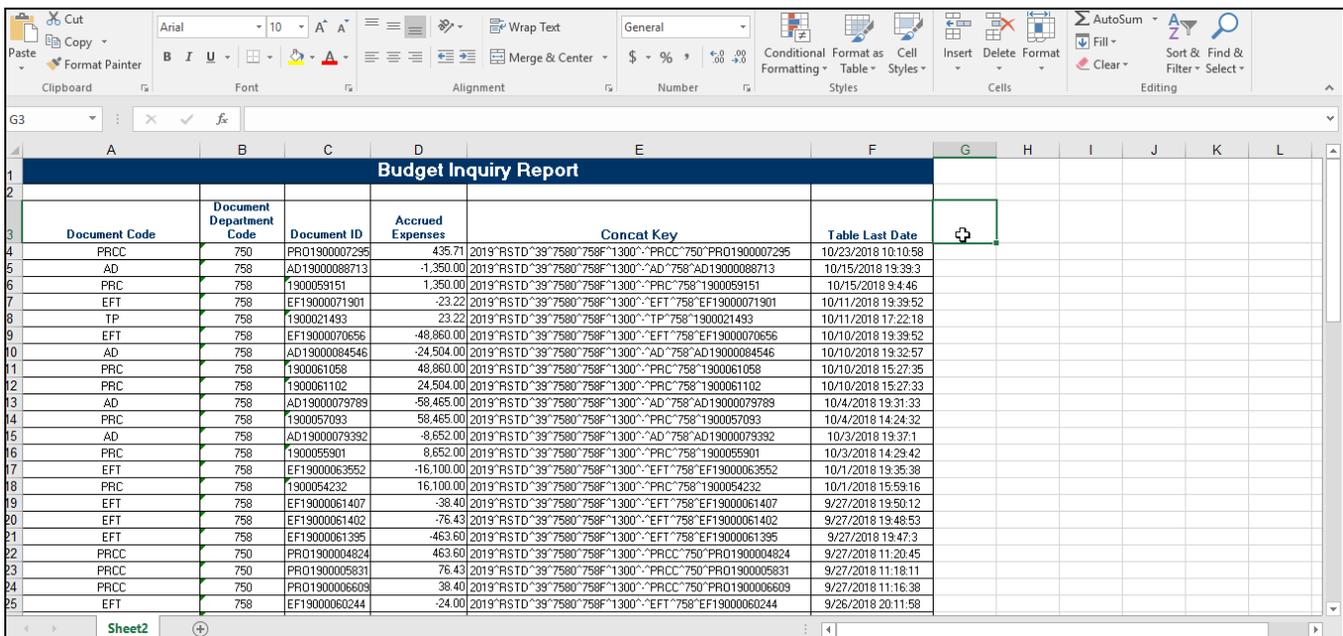
[Modified Budget Line Controls](#)
[Allotments](#)
[Next Level](#)
[Previous Level](#)
[Allotment Program Summary](#)
[\\$0 Budget Query](#)

When the *Magnifying Glass* is selected, a Detailed Transactions window opens with a listing of documents that makeup the corresponding value. The list is sorted by the most recent document to the oldest document.

Procurement Budgeting Accounts Receivable Accounts Payable Cost Accounting					
Detailed Transaction Listing					
Doc Code	Doc Dept	Doc ID	Document Identifier	Accrued Expenses	
✓ PRCC	750	PRO1900007295	PRCC 750 PRO1900007295	\$435.71	
AD	758	AD19000088713	AD 758 AD19000088713	(\$1,350.00)	
PRC	758	1900059151	PRC 758 1900059151	\$1,350.00	
EFT	758	EF19000071901	EFT 758 EF19000071901	(\$23.22)	
TP	758	1900021493	TP 758 1900021493	\$23.22	
EFT	758	EF19000070656	EFT 758 EF19000070656	(\$48,860.00)	
AD	758	AD19000084546	AD 758 AD19000084546	(\$24,504.00)	
PRC	758	1900061058	PRC 758 1900061058	\$48,860.00	
PRC	758	1900061102	PRC 758 1900061102	\$24,504.00	
AD	758	AD19000079789	AD 758 AD19000079789	(\$58,465.00)	
PRC	758	1900057093	PRC 758 1900057093	\$58,465.00	
AD	758	AD19000079392	AD 758 AD19000079392	(\$8,652.00)	
PRC	758	1900055901	PRC 758 1900055901	\$8,652.00	
EFT	758	EF19000063552	EFT 758 EF19000063552	(\$16,100.00)	
PRC	758	1900054232	PRC 758 1900054232	\$16,100.00	
EFT	758	EF19000061407	EFT 758 EF19000061407	(\$38.40)	

First Prev [Next](#) [Last](#) [Download](#)

Selected tables/pages have a *Download* link available which exports the drill-down or search results into MS Excel. Simply click the link and the search results open in MS Excel.



Document Code	Document Department Code	Document ID	Accrued Expenses	Concat Key	Table Last Date
PRCC	750	PRO1900007295	435.71	2019^RSTD^39^7580^758F^1300^-:PRCC^750^PRO1900007295	10/23/2018 10:10:58
AD	758	AD19000088713	-1,350.00	2019^RSTD^39^7580^758F^1300^-:AD^758^AD19000088713	10/15/2018 19:39:3
PRC	758	1900059151	1,350.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900059151	10/15/2018 9:44:46
EFT	758	EF19000071901	-23.22	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000071901	10/11/2018 19:39:52
TP	758	1900021493	23.22	2019^RSTD^39^7580^758F^1300^-:TP^758^1900021493	10/11/2018 17:22:18
EFT	758	EF19000070656	-48,860.00	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000070656	10/10/2018 19:39:52
AD	758	AD19000084546	-24,504.00	2019^RSTD^39^7580^758F^1300^-:AD^758^AD19000084546	10/10/2018 19:32:57
PRC	758	1900061058	48,860.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900061058	10/10/2018 15:27:35
PRC	758	1900061102	24,504.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900061102	10/10/2018 15:27:33
AD	758	AD19000079789	-58,465.00	2019^RSTD^39^7580^758F^1300^-:AD^758^AD19000079789	10/4/2018 19:31:33
PRC	758	1900057093	58,465.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900057093	10/4/2018 14:24:32
AD	758	AD19000079392	-8,652.00	2019^RSTD^39^7580^758F^1300^-:AD^758^AD19000079392	10/3/2018 19:37:1
PRC	758	1900055901	8,652.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900055901	10/3/2018 14:29:42
EFT	758	EF19000063552	-16,100.00	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000063552	10/1/2018 19:35:38
PRC	758	1900054232	16,100.00	2019^RSTD^39^7580^758F^1300^-:PRC^758^1900054232	10/1/2018 15:59:16
EFT	758	EF19000061407	-38.40	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000061407	9/27/2018 19:50:12
EFT	758	EF19000061402	-76.43	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000061402	9/27/2018 19:48:53
EFT	758	EF19000061395	-463.60	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000061395	9/27/2018 19:47:3
PRCC	750	PRO1900004824	463.60	2019^RSTD^39^7580^758F^1300^-:PRCC^750^PRO1900004824	9/27/2018 11:20:45
PRCC	750	PRO1900005831	76.43	2019^RSTD^39^7580^758F^1300^-:PRCC^750^PRO1900005831	9/27/2018 11:18:11
PRCC	750	PRO1900006609	38.40	2019^RSTD^39^7580^758F^1300^-:PRCC^750^PRO1900006609	9/27/2018 11:16:38
EFT	758	EF19000060244	-24.00	2019^RSTD^39^7580^758F^1300^-:EFT^758^EF19000060244	9/26/2018 20:11:58

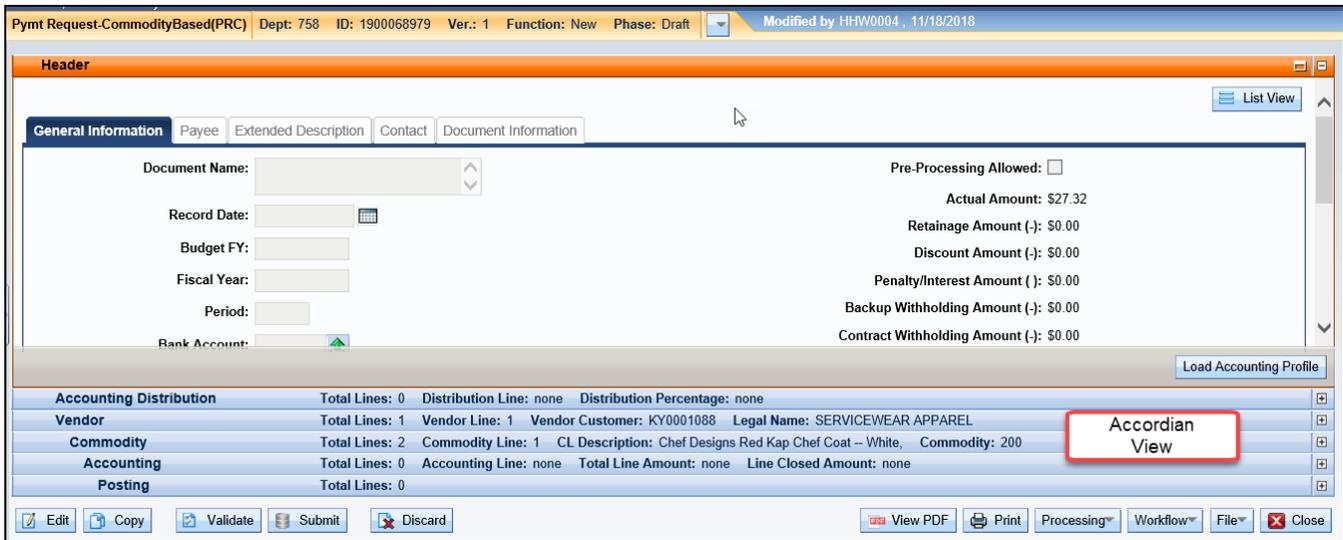
4 – Document Navigation

Documents are located via the Document Catalog. Document navigation within eMARS 3.11 gives users options and permits a larger work space for document entry.

Accordion View vs. Document Navigator

The *Accordion View* was the new option for navigation in the previous version and is still present in 3.11.

All documents will open to the Accordion View. However, the *Document Navigator* is still accessible from within the document itself.



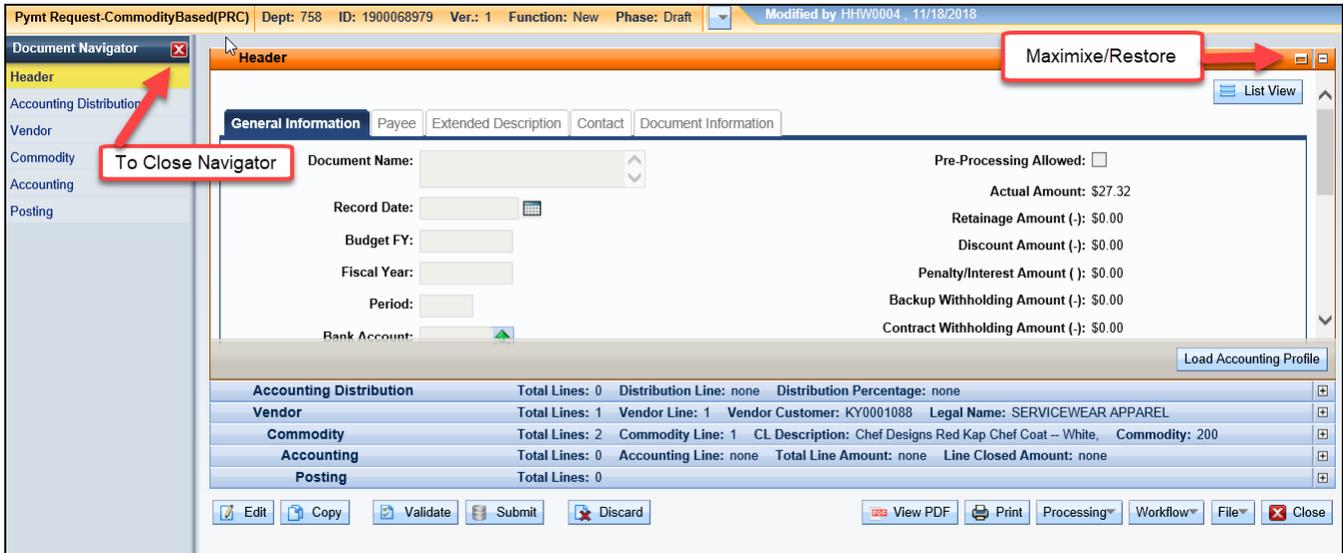
Notable point regarding the Accordion View:

- Accordion (section) is expandable via the  sign
 - Documents will open with the Header expanded
- Accordion provides high level detail regarding the section
- Indentions represent Parent/Child relationship

For users who prefer to navigate using the *Document Navigator*, simply open the navigator using the arrow visible from the far left side of the window.

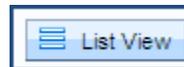


The navigator will open with the same sections as shown via the accordions. Please note that the accordions do not disappear and can still be used for navigation purposes. The Document Navigator can be closed via the red X. The Maximize/Restore icon can be used to maximize each section in order to provide the most work space for data entry.

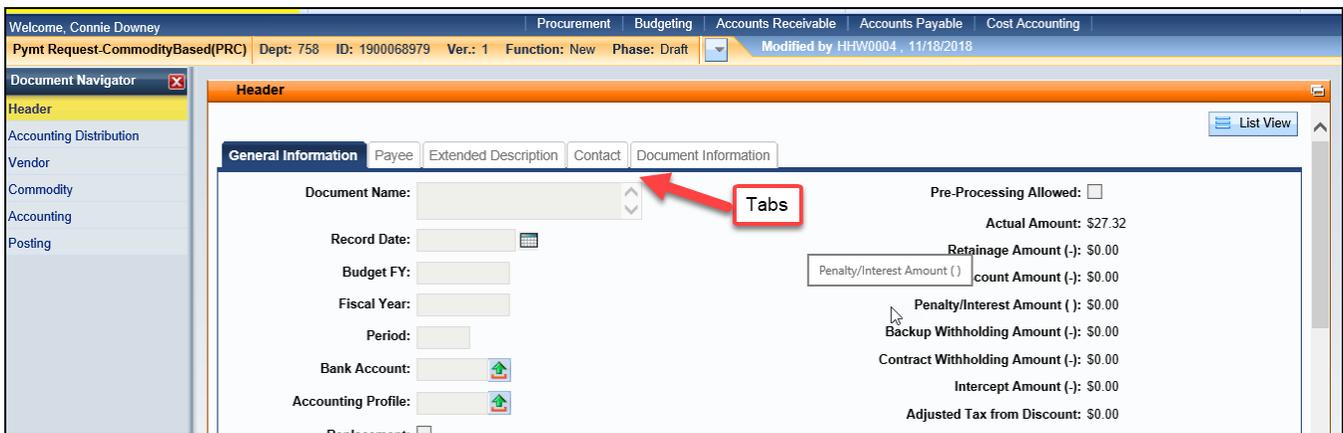


Tab View vs. List View

Another navigational option is to move between document sub-sections using either the *Tab View* or *List View*. Each document will open up using the *Tab View*. Users can open the *List View* by clicking the *List View* button in the top right corner of the documents.



Tab View



List View

Document Name: [dropdown]
 Record Date: [calendar]
 Budget FY: [text]
 Fiscal Year: [text]
 Period: [text]
 Bank Account: [dropdown]
 Accounting Profile: [dropdown]
 Replacement:
 PCard Payment:

Pre-Processing Allowed:
 Actual Amount: \$27.32
 Retainage Amount (-): \$0.00
 Discount Amount (-): \$0.00
 Penalty/Interest Amount (-): \$0.00
 Backup Withholding Amount (-): \$0.00
 Contract Withholding Amount (-): \$0.00
 Intercept Amount (-): \$0.00
 Adjusted Tax from Discount: \$0.00
 Use Tax Withheld (-): \$0.00
 Default Intercept Fee Amount (-): \$0.00

Details or No Details

Using the *Details* option is another good way to maximize your screen viewing as it only shows one line of information at a time within each section. This option is good for multi-line documents. Use the “push-pin” to open *Details*. Then Use the “eye” to expand the details.



Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Chef Designs Red Kap Chef Coat - White,	200	2.00000	Item

CL Description: Chef Designs Red Kap Chef Coat -- White,
 Commodity: 200
 Stock Item Suffix:
 Supplier Part Number: 0401WH
 Commodity Description: CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK

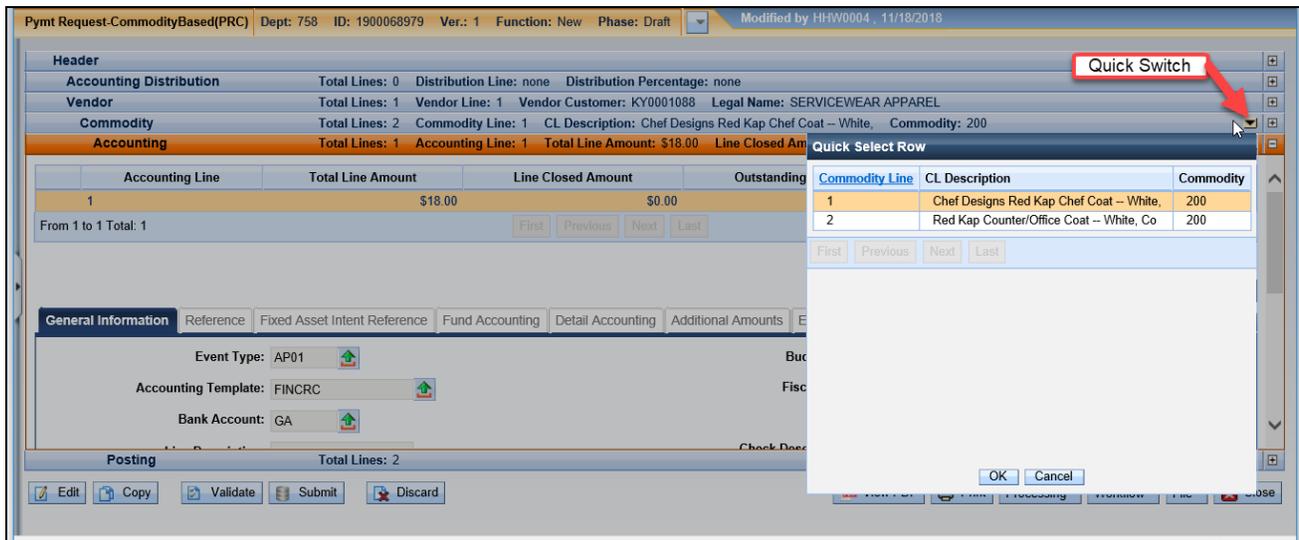
Received Service From Date: 11/18/2018
 Received Service To Date: 11/18/2018
 Tax Profile:
 Accounting Profile:
 Procurement Folder: 116401
 Procurement Type ID:

Select the “push-pin” again to view all lines

Other Document Features

Quick Switch

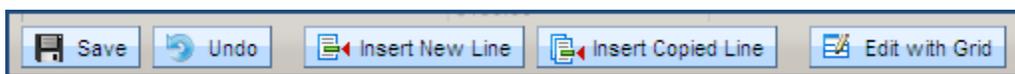
The *Quick Switch* feature allows users to move at the “child” level between “parents”. For example, while within the Accounting section for commodity line 1, the *Quick Switch* feature can be used to switch to commodity line 2 while still within the Accounting section.



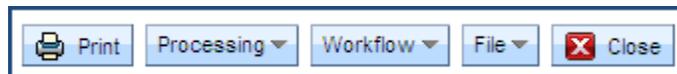
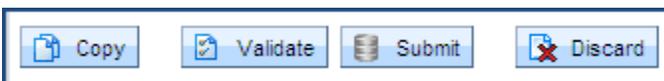
Buttons

Display buttons will vary based on the document status, accordion and the details setting.

Accordion specific buttons include:



Documenting buttons are always in view and include:



Users will find common functions currently used are now in the form of buttons rather than links and may be in different locations on the document.

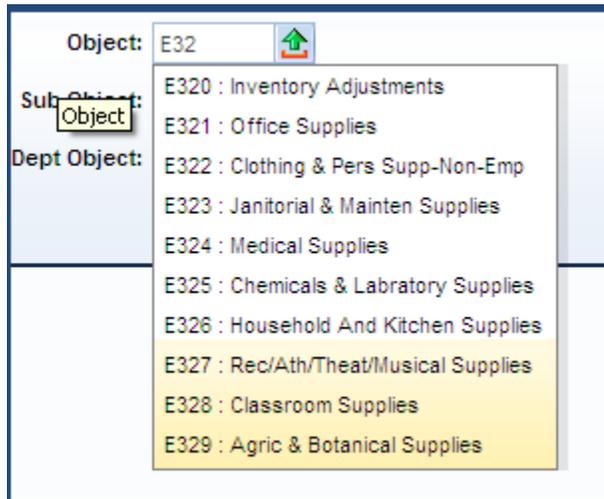
Pick Lists

Users will find many more “pick lists” available on documents. “Pick-lists” are represented by a green arrow icon. Clicking on the icon will open up the respective reference table. “Pick-lists” are available throughout each document and now available for every chart of account element.



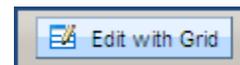
Type Ahead

The Type Ahead feature is available on most fields. It provides letter by letter filtering on selected fields. For instance, when searching for an object code, type in the Object field “E32” and Type Ahead will filter the object table for all entries beginning with “E32”.



Edit With Grid

The Edit With Grid feature provides a “spreadsheet view” from within a particular document section as to provide easy data entry particularly for multi-line documents.



Commodity							
Total Lines: 2		Commodity Line: 1		CL Description: Chef Designs Red Kap Chef Coat – White,		Commodity: 200	
CL Description	Commodity	Supplier Part Number	Description	Line Type	Quantity	Unit of Measure	Unit Price
Chef Designs Red Kap C	200	0401WH		Item	2.00000	EA	\$9.00
Red Kap Counter/Office	200	0406WH		Item	1.00000	EA	\$9.32

Use the Tab key to move from field to field.

Document Errors

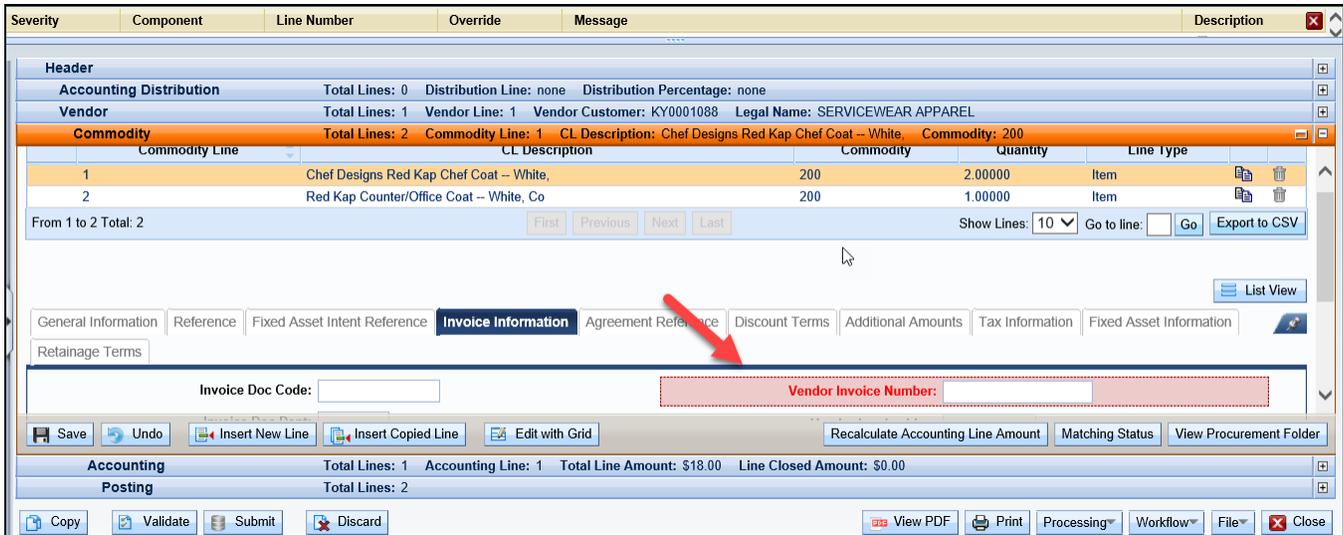
Document errors appear at the top of the document once it is validated. The error bar defaults to one line and shows the errors with the highest priority first (Severe, Error, Overridible, Warning, Information).

View All 1 of 7 Vendor Invoice Number is required. (A3931)							
Pymt Request-CommodityBased(PRC)				Dept: 758	ID: 1900068979	Ver.: 1	Function: New Phase: Draft
Modified by HHW0004 , 11/18/2018							
Header							
Accounting Distribution		Total Lines: 0	Distribution Line: none	Distribution Percentage: none			
Vendor		Total Lines: 1	Vendor Line: 1	Vendor Customer: KY0001088	Legal Name: SERVICEWEAR APPAREL		

The error bar can be expanded by selecting *View All*, but it no longer opens a separate window.

Severity	Component	Line Number	Override	Message	Description
Error	PR_DOC_COMM	VEND Line 1 COMM Line 1	---	Vendor Invoice Number is required. (A3931)	
Error	PR_DOC_COMM	VEND Line 1 COMM Line 1	---	A Vendor Invoice Number is required when a Vendor Invoice Line is entered. (A2434)	
Warning	PR_DOC_COMM	VEND Line 1 COMM Line 1	---	The referenced Purchase Order document requires a Receiver document for payment (A1495)	

Selecting the location link will navigate to the problem area of the document.



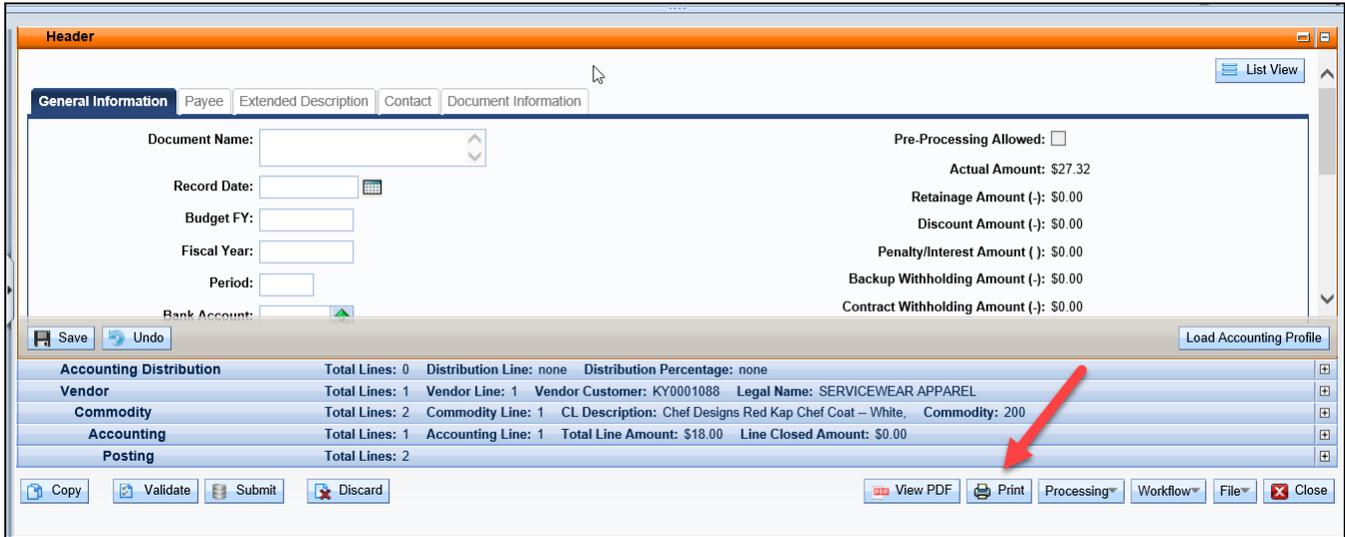
The screenshot shows the eMARS interface with the 'Invoice Information' tab selected. A red arrow points to the 'Vendor Invoice Number' field, which is currently empty and highlighted in red. The interface includes a table of commodity lines and various navigation buttons.

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Chef Designs Red Kap Chef Coat -- White,	200	2.00000	Item
2	Red Kap Counter/Office Coat -- White, Co	200	1.00000	Item

Buttons visible in the interface include: Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Recalculate Accounting Line Amount, Matching Status, View Procurement Folder, Copy, Validate, Submit, Discard, View PDF, Print, Processing, Workflow, File, Close.

Printing

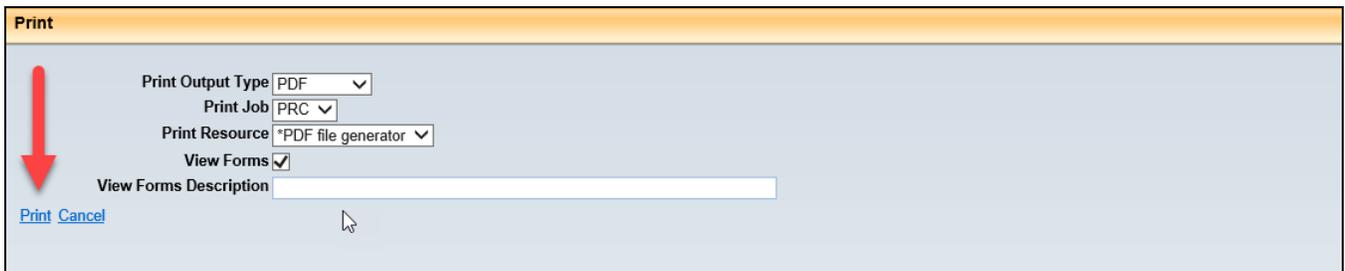
The Print button located on each document will generate a PDF within Document Forms provided a print form exists for the document.



The screenshot shows the 'Header' section of the eMARS interface. It includes a 'General Information' tab with fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, and Bank Account. On the right, there are financial summary fields such as Pre-Processing Allowed, Actual Amount (\$27.32), Retainage Amount (\$0.00), Discount Amount (\$0.00), Penalty/Interest Amount (\$0.00), Backup Withholding Amount (\$0.00), and Contract Withholding Amount (\$0.00). Below these fields is a table with the following data:

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: KY0001088 Legal Name: SERVICEWEAR APPAREL
Commodity	Total Lines: 2	Commodity Line: 1	CL Description: Chef Designs Red Kap Chef Coat - White, Commodity: 200
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$18.00 Line Closed Amount: \$0.00
Posting	Total Lines: 2		

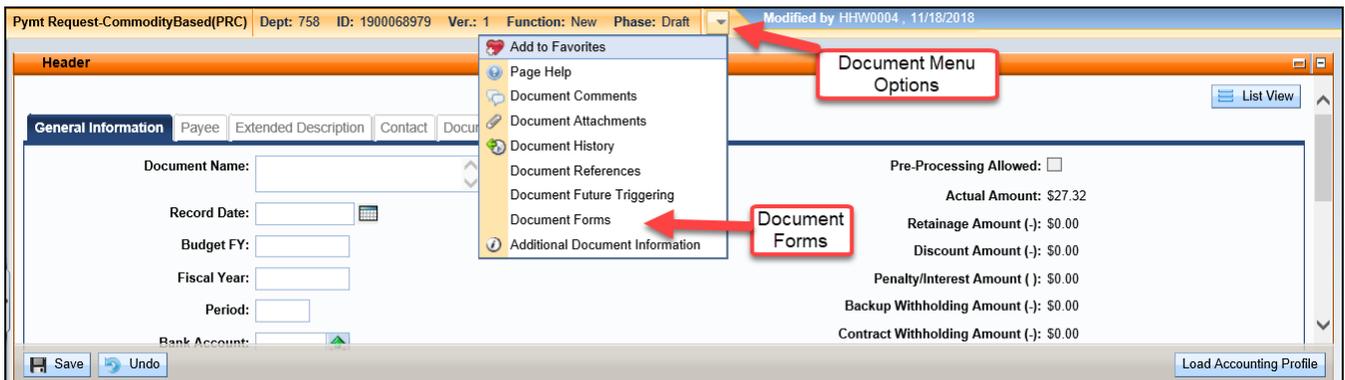
At the bottom right of the form, a red arrow points to the 'Print' button, which is located next to 'View PDF', 'Processing', 'Workflow', 'File', and 'Close' buttons.



The screenshot shows the 'Print' dialog box. It contains the following settings:

- Print Output Type: PDF
- Print Job: PRC
- Print Resource: *PDF file generator
- View Forms:
- View Forms Description: [Empty text field]

At the bottom left, there are 'Print' and 'Cancel' buttons. A red arrow points to the 'Print' button.



The screenshot shows the 'Header' section of the eMARS interface with a dropdown menu open. The dropdown menu is titled 'Document Menu Options' and contains the following items:

- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References
- Document Future Triggering
- Document Forms
- Additional Document Information

A red arrow points to the 'Document Forms' option in the dropdown menu. Another red arrow points to the 'Document Menu Options' title. The background shows the same document header form as in the previous screenshots.

The PDF is found in Document Forms located within the document menu options.

Open the PDF by clicking on *View PDF*.

View Forms

Browse Clear Refresh

Doc Code : PRC
 Doc Dept : 758
 Document ID : 1900068979
 Description :

Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1900068979	HHW0004_80545_PRC_758_1900068979_1	View PDF

5 – Other Features

Show Description/Show Details

Select Show Description via right mouse click in any field with a populated value. A description of that value will appear.

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting

Fund: 13H5 Object: E452
 Department: 758 Sub Object:

Save Undo Insert New Line Edit with Grid

Posting

Copy Validate Submit

- Cut(field value)
- Copy(field value)
- Paste(field value)
- Page Help
- Field Level Help
- Show Description
- Print Page

Select *Show Details* from within the "Description for" box and the related reference table will open to the exact value.

Pynt Request:CommodityBased(PRC) Dept: 758 ID: 1900068979 Ver.: 1 Function: New Phase: Draft

Header

Accounting Distribution	Total Lines: 0	Distribution Line: none	Distribution Percentage: none
Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: KY0001088 Legal Name: SERVICEWEAR APPAREL
Commodity	Total Lines: 2	Commodity Line: 1	CL Description: Chef Designs Red Kap Chef Coat -- White, Commodity: 100
Accounting	Total Lines: 1	Accounting Line: 1	Total Line Amount: \$18.00 Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Inclusive	Payment Type
1	\$18.00	\$0.00	\$18.00		

From 1 to 1 Total: 1

Buttons: First Previous Next Last Show Lines: 10 Go to line: Go Export to CSV

Buttons: List View

Tabs: General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Additional Amounts Extended Description

Fund: 13H5 Object: E452 Revenue: Sub Revenue: Department: 758 Sub Object:

FUND_CD: 13H5
Show Description is available only for attribute which has value entered (when editable) or automatically populated by application (when non-editable).

Fund

Fiscal Year	Fund	Name	Active	Effective From	Effective To
2019	13H5	Finance eMARS Customer Resource Center	Yes		

First Prev Next Last

Buttons: Save Undo Delete Insert Copy Paste Search

General Information

*Fiscal Year: 2019 Effective From: Effective To: Active: Budgeting: Component Unit: Pool Fund: Major Fund: General Capital Assets (GCA) Fund: Responsibility Center Posting: Allow Override of Responsibility Center Posting: Allow Negative Investment Balance: Fixed Asset Intent Fund:

*Fund: 13H5

*Name: Finance eMARS Custom

*Short Name: Fin eMARS CRC

*Bank: GA *EFT Bank: GA *Master Bank: GA

FY Beginning Balance: \$0.00 Debt ID:

Vendor Transaction History

The Vendor Transaction History (VTH) table provides multiple ways to search vendor transactions. Notable points include:

- Multiple searchable fields
 - Narrow search as much as possible
- Links to other useful tables available
- Displays both accrued and cash expenditures
- Document links will open the document provided the user has security
- "Download" link available

Vendor Transaction History [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code : <input type="text" value="KY0020023"/>	Document Type : <input type="text"/>
Address ID : <input type="text"/>	Document Code : <input type="text"/>
Vendor Invoice No : <input type="text"/>	Event Type : <input type="text"/>
Bank Code : <input type="text"/>	Check Number : <input type="text"/>
Record Date : <input type="text"/>	Check Description : <input type="text"/>
Budget Fiscal Year : <input type="text"/>	Fiscal Year : <input type="text"/>
Accounting Period : <input type="text"/>	Fund : <input type="text"/>
Department : <input type="text"/>	Sub Fund : <input type="text"/>
Unit : <input type="text"/>	Sub Unit : <input type="text"/>
Object : <input type="text"/>	Sub Object : <input type="text"/>

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice No	Bank Code	Check Number	Check Status	Check Description
✓ 7/6/18	GAX.527.1900000597	F	1	1	1	\$12.00		RNT7391797	GA			ACCT# 80004953
7/6/18	AD.758.AD19000000652	F	1	1	1	\$12.00	GAX.527.1900000597	RNT7391797	GA	000000022211361	Paid	ACCT# 80004953
7/26/18	GAX.527.19000006911	F	1	1	1	\$125.26		1102088443	GA			acct#80004953
7/26/18	AD.758.AD19000016587	F	1	1	1	\$125.26	GAX.527.1900006911	1102088443	GA	000000022242432	Paid	acct#80004953
8/22/18	GAX.527.1900015187	F	1	1	1	\$273.96		1102366140	GA			ACCT# 80004953
8/22/18	AD.758.AD19000041466	F	1	1	1	\$273.96	GAX.527.1900015187	1102366140	GA	000000022289331	Paid	ACCT# 80004953
9/17/18	GAX.625.1900020878	F	1	1	1	\$699.95		1102545637	GA			1102545637 ACT. 9374247

Forms

The Forms area from within the Message Center provides the ability to print a document form without having to open the document. Simply search for the Document ID within the Forms area and the PDF link is provided.

View Forms

[Browse](#) [Clear](#) [Refresh](#)

Doc Code :

Doc Dept :

Document ID :

Description :

Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1900068979	HHW0004_80545_PRC_758_1900068979_1	View PDF